

**JOB DESCRIPTION**  
**MURFREESBORO FIRE DEPARTMENT**  
**PART-TIME SUPPLY AND MAINTENANCE CLERK**

1. **JOB TITLE:** PART-TIME SUPPLY AND MAINTENANCE CLERK
2. **DEFINITION:** The employee is responsible for ordering, purchasing, and keeping a complete inventory of supplies for all stations of the Murfreesboro Fire Department. The employee is responsible for cleaning the Administration Office daily. The employee delivers and picks up supplies, memos and other information to all Fire Stations daily. The employee shall be required to work approximately 25 hours per week. The employee will work under the immediate supervision of the Assistant Chief. All employees are responsible to the City Manager. This position is classified as Non-Exempt for purposes of the Fair Labor Standards Act, as having possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee will be subject to pre-employment, random, reasonable suspicion, post accident, promotion and transfer, return to duty and follow-up drug and alcohol testing.
3. **EQUIPMENT/JOB LOCATION:**
  - a. The employee should have some knowledge of operating a computer, typewriter, ten-key calculator, copier and other modern office equipment.
  - b. The job will be working at the Fire Department Administration building, and all Fire Stations. The employee will be exposed to janitorial chemicals, dirt, dust, foul odors, and bodily fluids.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
  - a. Maintains and stocks adequate supplies for each fire station and the Administration Office.
  - b. Keeps a current inventory of all supplies on the computer system and accurately records and projects their usage.
  - c. Orders and purchases necessary supplies in accordance with City procurement policies.
  - d. Drives a City vehicle between the Administration Office, fire stations, and other locations to pick up and deliver supplies and paperwork on a daily basis.
  - e. Performs janitorial duties at the Administration Office.
  - f. Performs light maintenance at Fire Stations.
  - g. Supervises and transport workhouse inmates.
  - h. Sits, stands, stoops, walks and climbs intermittently.

5. **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Passes out paychecks on payday at a designated location.
- b. Performs other duties and special projects as assigned.

6. **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- a. Must be at least eighteen (18) years of age.
- b. Must possess a High School diploma or equivalent.
- c. Must have legal authorization to work in the United States.
- d. Must have a valid State of Tennessee driver's license with the ability to safely drive a one-ton truck.
- e. Must pass a drug and alcohol screen.
- f. Must have sufficient physical strength and agility to repeatedly lift, move and carry heavy objects weighing up to seventy five (75) pounds.
- g. Ability to climb ladders and work effectively at heights of ten (10) feet.
- h. Knowledge of basic custodial procedures and ability to complete assigned task within work time comparable to that of other custodial personnel.
- i. Knowledge of and the ability to use common hand tools.
- j. Knowledge and ability to learn about occupational hazards and safety precautions.
- k. Ability to carry out instructions.
- l. Ability to establish and maintain an effective working relationship with other employees and the public.
- m. Ability to report for work on time and perform the duties of the job for a minimum of five (5) hours a day.
- n. Ability to distinguish between different cleaning materials.
- o. Ability to follow City rules and regulations.

September 3, 1998  
Non-Exempt  
Safety Sensitive